

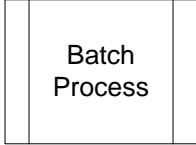
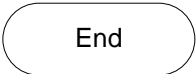
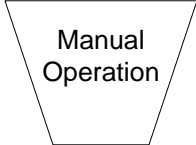

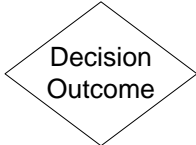
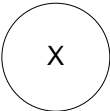

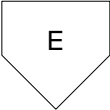


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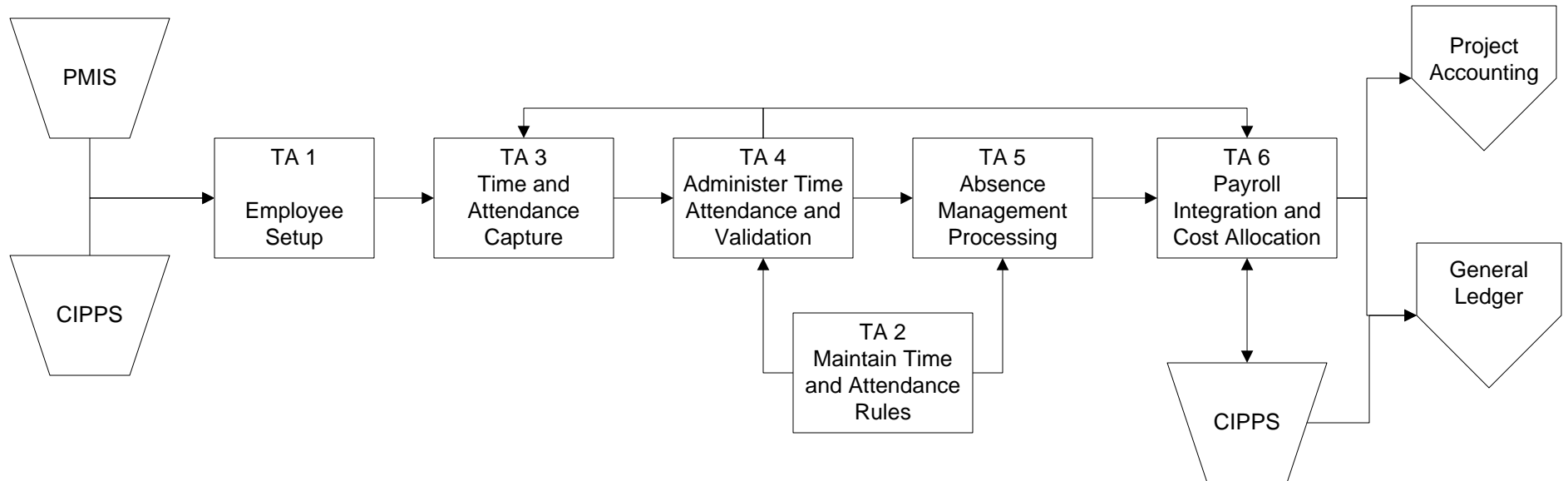
Cardinal Flowcharting Standards

Template Key

	<p>Represents an interface or a process step that is performed within the PeopleSoft system. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.</p>		<p>Indicates point at which the process begins. Does not represent any activity.</p>
	<p>Represents a batch process within the PeopleSoft system. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.</p>		<p>Indicates point at which the process ends. Does not represent any activity.</p>
	<p>Represents a process or step that is performed manually. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.</p>		<p>Represents a document of any kind, either electronic or hard copy</p>
	<p>Represents the possible outcomes of a decision or analysis that took place in a step immediately preceding. NOTE: this symbol itself does NOT represent any activity, and should not be given an identifier.</p>		<p>On-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.</p>
	<p>Represents an entity (person, organization, etc.). Used only when necessary to show the source of important information</p>		<p>Inter Process Connector. Used to connect steps between business processes. Connectors are labeled with UPPER CASE letters.</p>

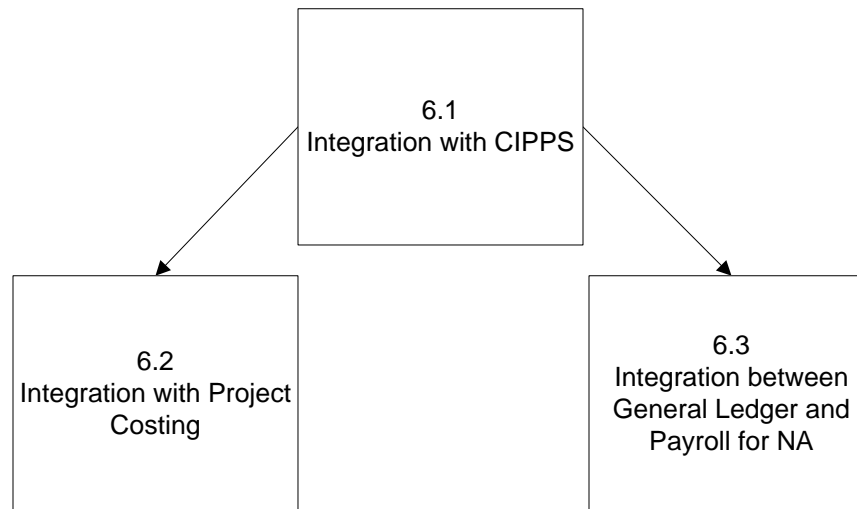
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Cardinal Time and Attendance Business Process Flow



Cardinal

Payroll Integration and Cost Allocation



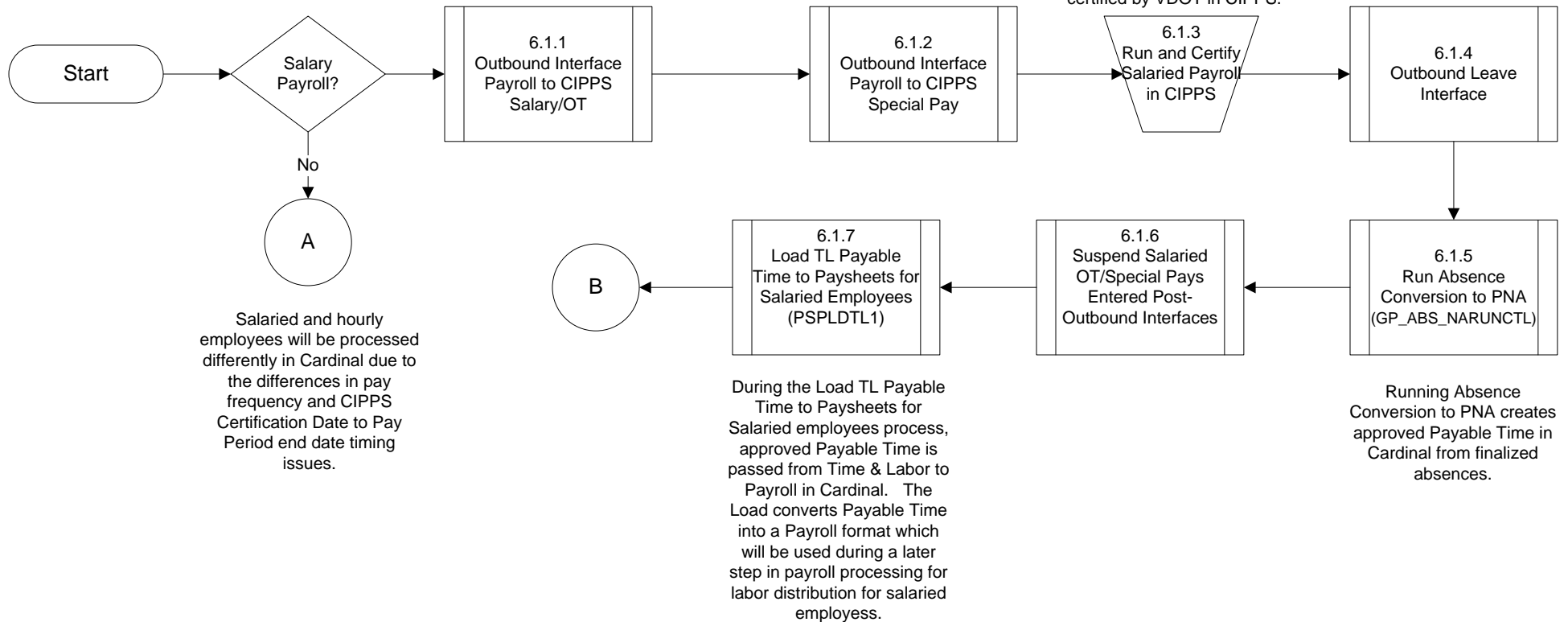
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TA 6 Payroll Integration and Cost Allocation – 6.1 Integration with CIPPS

Outbound interfaces for Salaried OT and Special Pays are sent to CIPPS for CIPPS Payroll processing on or just prior to the CIPPS Certification Date for the pay period. All further payroll processing in Cardinal for salaried employees will occur after the end of the pay period, which will almost always be after the outbound interfaces for salaried employees have already been sent to CIPPS. The interfaces will be designed so that only earnings that are paid out by CIPPS in a specific pay period are allocated during payroll processing for that period in Cardinal, regardless of the date of the OT or the Special Pay on the timesheet or the date on which the OT/Special Pay was keyed into Cardinal. If OT and Special Pays are not entered and approved for a pay period in Cardinal before the Outbound Interfaces are run for the pay period, they will not be paid out on that period's check or allocated in that period; the employee will be paid for the OT/Special Pay in the following pay period.

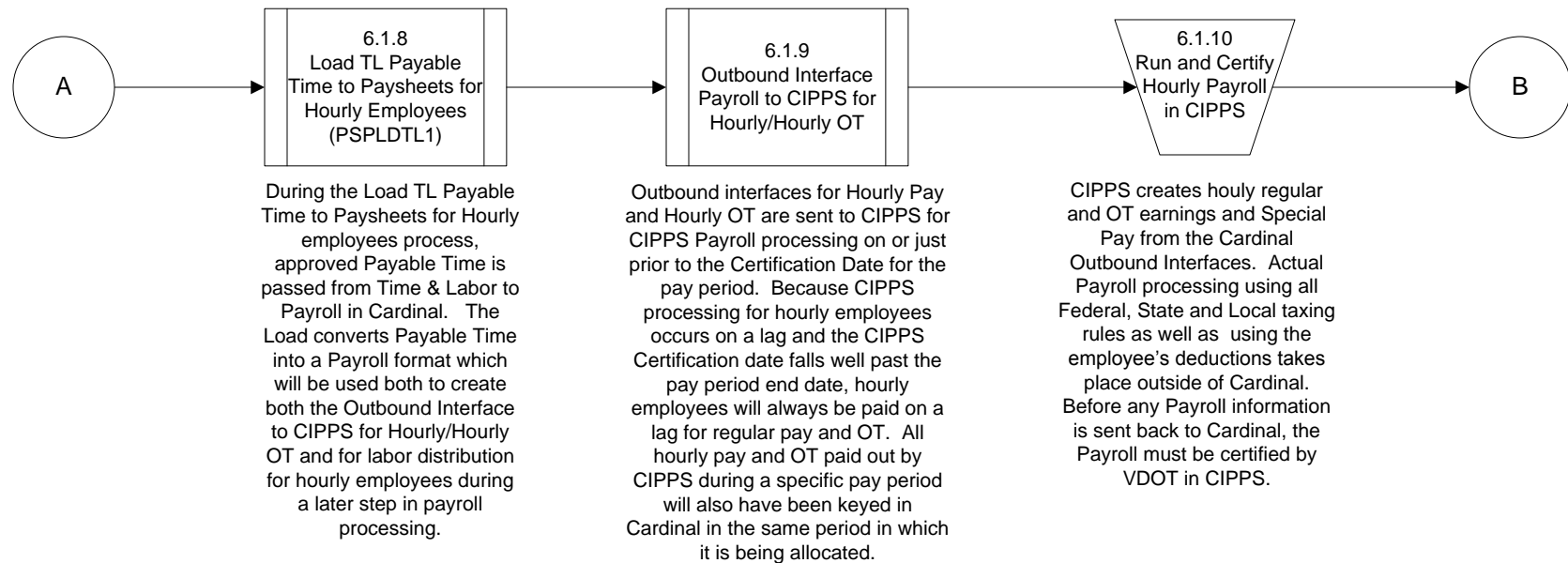
CIPPS creates salaried OT and Special Pay from the Cardinal Outbound Interfaces. CIPPS creates regular earnings automatically for salaried employees. Actual Payroll processing using all Federal, State and Local taxing rules as well as using the employee's deductions takes place outside of Cardinal. Before any Payroll information is sent back to Cardinal, the Payroll must be certified by VDOT in CIPPS.

Outbound Interface to send current Pay Period Leave Transactions as well as Leave Balances to DOA's PAYLINE system after Absence Processing for the period has been finalized in Cardinal.



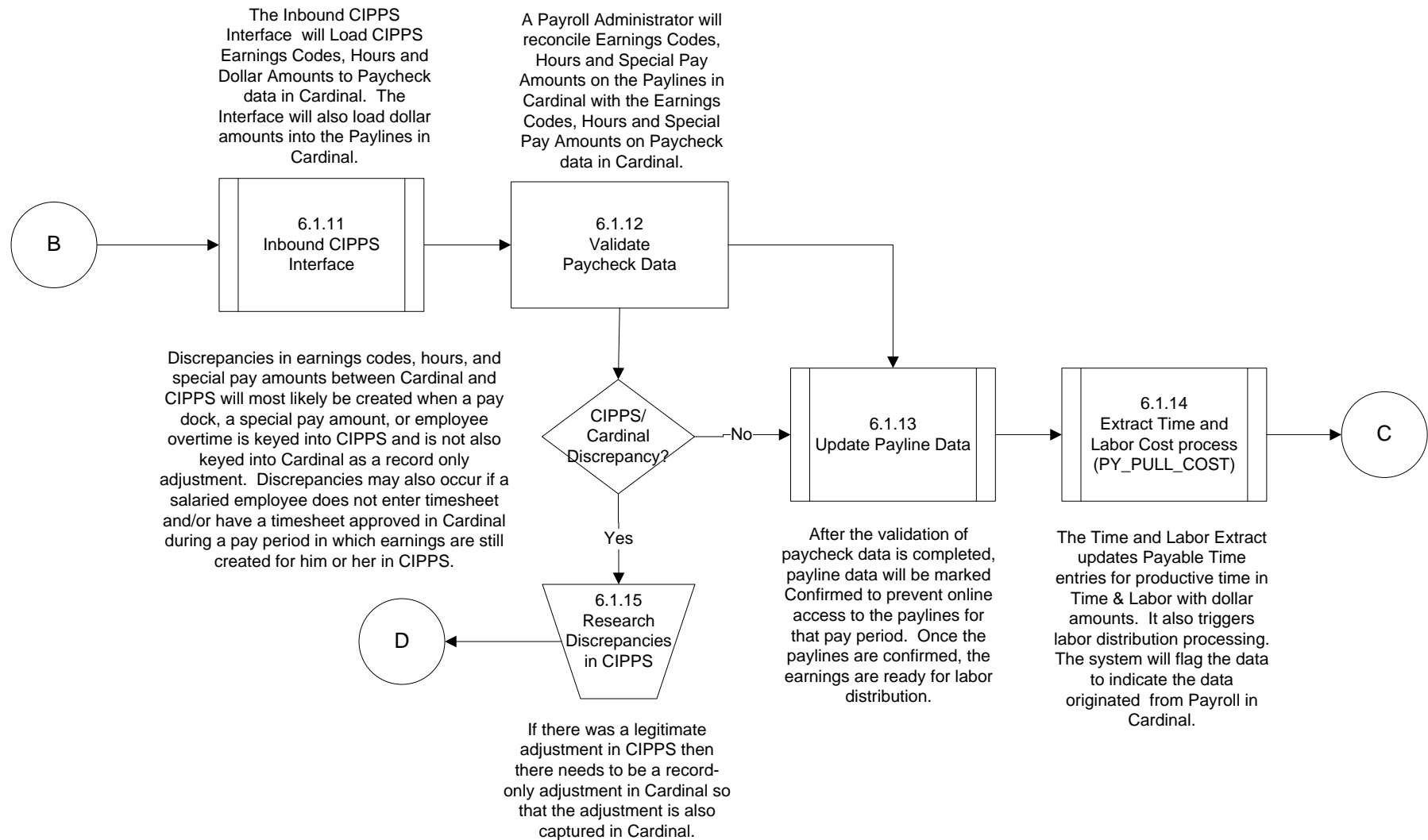
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TA 6 Payroll Integration and Cost Allocation – 6.1 Integration with CIPPS



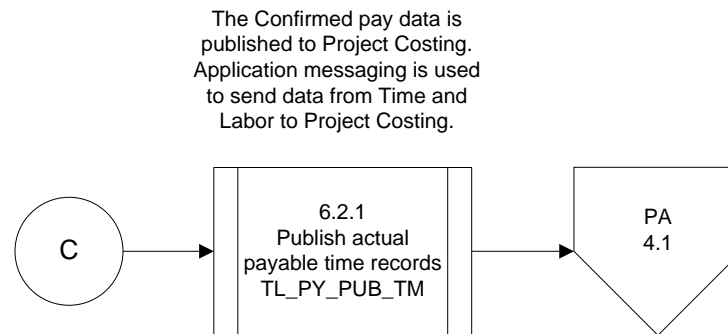
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TA 6 Payroll Integration and Cost Allocation – 6.1 Integration with CIPPS



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TA 6 Payroll Integration and Cost Allocation – 6.2 Integration with Project Costing



In Cardinal only actual project charges will be sent to Project Costing. Project Costing will perform funds distribution. All actual transactions will be sent to General Ledger at the same time.

Project Costing is only provided with direct costs. General Ledger captures direct and indirect costs such as employer paid burden ex. taxes, deductions, benefits.

Cardinal

TA 6 Payroll Integration and Cost Allocation – 6.3 Integration between GL and Payroll for NA

